

Solomon Islands National University
Job Description

Position Title: Executive Officer

Position Purpose

To operate effectively as part of a team of administrative colleagues in order to provide executive assistance and administrative support to the efficient running of the Office of the Pro-Vice Chancellor (PVC). The incumbent ensures that matters referred to the Pro Vice Chancellor are accurate, timely, and compliant with policies and the law, and that requests and/or decisions made by the Pro Vice Chancellor are efficiently addressed.

Scope of Work

This is a full time position with a broad range of duties, which supports the office of the Pro-Vice Chancellor. The position is a challenging one, which provides interaction with a range of internal and external stakeholders. The Executive Officer has full responsibility for the operational requirements that are needed to support the functional requirements of the Office of the Pro-Vice Chancellor.

Minimum Qualification Requirements

This position requires an excellent Bachelors degree in any of the Sciences, IT, Accounting, or Economics; a post-graduate qualification in any of the above would be desirable. In lieu of excellent grades or the specified fields, the applicant must have demonstrated technical skills and at least 3 years of experience working in a high-level and/or responsible position dealing with policy matters, senior managers or corporate governance in a university setting or the corporate sector.

Other Key Attributes Required

The following attributes are critical for the job: (a) ability to work under pressure; (b) ability to work long hours, and in the weekends or public holidays without demands for additional remuneration, (c) ability to travel at short notices on university business, and (d) excellent written and verbal communication skills. Possession of a valid driving license would be desirable.

Remuneration

A Salary in Band 2 of the SINU Salary Structure (SBD62,000-SBD93,500 gross) is payable. The University may provide a partly furnished accommodation to the employee commensurate with Band 2 housing standards.

Organizational Relationships

Position Type:

3 Year Employment Contract

Reporting to:

Pro-Vice Chancellor

Staff Responsible to you:

Executive Assistants and other junior staff in the Office of the PVC

Hours of Work:

Normally Mondays to Fridays between the hours 8.00am–5.00 pm plus any other hours deemed necessary. Salaried full-time staff shall be required to work days, evenings, weekends and public holidays, without additional remuneration, and must return to duty from leave whenever absolute need arises.

Functional Relationships:

1. Internal Contacts:

Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Vice Chancellor

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2. External Contacts: SINU Stakeholders, Commercial and Non-Commercial entities, Government Ministries, Students, School/Department Principals, Statutory bodies, and External Institutions/Universities

1.0 DUTY STATEMENT

Specific Duties & Responsibilities

1.1 The specific duties and responsibilities of the Executive Officer are:

1.1.1 Administrative/Organisational/Professional

- 1.1.1.1 Coordinate and manage all aspects of Secretarial work (eg Meetings management, Agendas & Minutes, etc) for the Pro Vice Chancellor and his office
- 1.1.1.2 Prepare quality reports/assessments for the Pro Vice Chancellor on matters on the agenda for any meeting he has to attend.
- 1.1.1.3 Conduct research and produce analytical reports as when required on subject matters of note.
- 1.1.1.4 Ensure all decision of the PVs, and every request/suggestion by the PVC to any staff or stakeholder is implemented and/or dealt with efficiently; the EO is the interface between PVC and University staff on matters pertaining to PVC's decisions, approvals or advise.
- 1.1.1.5 Ensure all organizational staff follow the organisation's protocols, policies and laws when seeking PVC's approval for any recommendation
- 1.1.1.6 Coordinate & manage all activities (eg through delegation & reporting) referred to PVC's Office.
- 1.1.1.7 Take minutes and recordings for all meetings where and when requested by the PVC.
- 1.1.1.8 Liaise with relevant individuals, external organizations etc to arrange meetings prepare agendas and draft minutes
- 1.1.1.9 Maintain a comprehensive filing system and create a Database Management System for the Office
- 1.1.1.10 Organise agendas and necessary papers, and provide minutes for meetings of PVC's committees
- 1.1.1.11 Assist in planning and administration of the PVC's Year Planner, and contribute to the production of SINU Official publications
- 1.1.1.12 Provide input into general operation and management of the PVC's Office and undertake office housekeeping

1.1.2 Program, Project and Service Delivery

- 1.1.2.1 Ensure the development and implementation of all plans and projects
- 1.1.2.2 Make recommendations to the PVC as required (or as opportunities arise)
- 1.1.2.3 Analyse industry data, reports, etc., that potentially affects the University
- 1.1.2.4 Communication with stakeholders
- 1.1.2.5 Coordinate and manage all of PVC "events"

1.1.3 Financial Management

- 1.1.3.1 Maintain and coordinate financial management protocols & practices of the Office of the PVC.
- 1.1.3.2 Assist the PVC in all aspects of budgets for the section, other sections of the University, and the University as a whole.

1.1.4 Staff Management

- 1.1.4.1 Effectively manage all staff relations within and outside the Office of the PVC.

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1.1.4.2 Ensure appropriate communication systems are in place, for all staff (eg staff meetings, project reporting, etc)

1.1.5 Member, Community, and Public Relations

1.1.5.1 Ensure the University's objectives and missions are consistently presented in a strong & positive manner, to all stakeholders

1.1.5.2 Identify and articulate the needs of Office of the PVC.

1.1.5.3 Establish and/or maintain the necessary relationships/contacts with essential stakeholders

1.1.5.4 Establish and/or maintain consultative networks within key industry stakeholders and groups

1.1.5.5 Act as a spokesperson & ambassador for the University on behalf of the PVC as directed by the PVC from time to time, and formally represent the University as required

1.1.5.6 Develop appropriate information, public relations & communication methodologies (eg newsletters, media releases, website, etc)

General Duties & Responsibilities

1.2 The specific duties and responsibilities of the Executive Officer are:

1.2.1 **Administration** of all activities relating to the specific duties listed above, including attending meetings and representing the Office of the PVC in meetings and forums to which the staff is sent.

1.2.2 **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/Faculty/University wide activities.

1.2.3 **General Responsibility** to undertake all other duties as directed by the Pro Vice Chancellor.

2.0 KEY RESULT AREAS AND KPIS

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements : Comments on Progress to date
Followups	<ul style="list-style-type: none"> Ensure that all decisions made by the PVC, or required to be implemented by the PVC/University, and requests made by the PVC are followed-up on and delivered 	<ul style="list-style-type: none"> Decision implementation
Compliance	<ul style="list-style-type: none"> Ensure that all documents brought to the PVC for his approval and/or signature are compliant with the policies of SINU, the law of the land, and always are the best option that is available. 	<ul style="list-style-type: none"> Decisions are compliant to policies and laws
Research	<ul style="list-style-type: none"> Carry out relevant institutional and market research necessary to carry out the duties listed in the duty statement. 	<ul style="list-style-type: none"> Research/data based decision making
Administrative support/assistance to the VC	<ul style="list-style-type: none"> Ensure that the PVCs' Offices function as an efficient unit within the University. 	<ul style="list-style-type: none"> Customer satisfaction is high
Management	<ul style="list-style-type: none"> Manage the maintain the PVC's official records Manage the maintain the PVC's budget Advise the PVC on any matter relating to the functioning of the Office of the PVC Maintain discipline at OPVC. 	<ul style="list-style-type: none"> Confidentiality and security of records are maintained, and secured for easier retrieval and access Budgetary Compliance
Professional Standards	<ul style="list-style-type: none"> At all times conduct in a professional and courteous manner to all staff, students, and external stakeholders. 	<ul style="list-style-type: none"> No staff, student or external complaint about work performance and behaviour

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3.0 OTHER DUTIES

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.

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4.0 CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature
Mr/Ms **Date**

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Signature
Vice Chancellor **Date**

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Signed:
Human Resources Director **Date:**